

PROGRAM SUPERVISOR

SALARY: \$ 10/Hour

HOURS: Up to 40 hours a week

DAYS: Sunday- Saturday

REPORTING TO: Program Coordinator, Youth Coordinator, or the Recreation Program Director/Planner

TRANSPORTATION: A reliable car is necessary. Supervisors will be asked to travel for work related purposes. Failure to have a vehicle 3 days over the summer will result in termination and ineligibility for rehire.

TRAVEL EXPENSES: Yes

QUALIFICATIONS: Must be mature, possess a positive attitude, and a willingness to lead by example. Previous experience in school/recreation related field is required.

DUTIES: To develop, create, and implement the Programs.
To oversee all Sports and Recreational activities on a daily basis.

RESPONSIBILITIES:

1. To establish with the Park and Recreation Planner the philosophy/objectives of the various programs.
2. To develop a Supplies List Daily.
3. To implement a program clean-up policy/procedure at the areas that will be used on a daily basis.
4. To make sure all participants have been properly registered for the various programs.
5. To make sure all materials needed for the various programs are available.
6. To help establish and implement rules and regulations for all programs.
7. To carry out Departmental Policies.
8. To oversee the daily operations of all programs.
9. To provide a weekly written recap of program highlights to be given to the Supervisor.
10. To interact with other program representatives when appropriate.
11. To conduct two staff and one program evaluation.
12. To be the liaison between office/staff/parents for the various programs.
13. To keep a step-by-step book containing information dealing with the various programs.
14. This book is to be turned into the Park and Recreation Program Director at the end of the program.
15. To meet with the Park and Recreation Program Director daily.
16. To handle all program related situations as they might occur.
17. To perform any other related duties as needed.
18. Work Folk Festival, and National Night Out as required.
19. Interact with parents, children, staff, and other employees in a professional and respectful manner.